

SVRS Election Checklist III: Election Night and Post-Election Activities

2014 Spring Election

April 1, 2014



This Checklist includes the following sections:

- ✓ Election Night Tasks
- ✓ Post-Election Activities
- ✓ GAB-190 Information (now including GAB-191 cost report)

SVRS Manual chapters, which provide step-by-step instructions, are referenced for each task.

Please complete the tasks as outlined. Contact the G.A.B Help Desk at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

Steps 1-5 are performed after the polls close on Election Night

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Post number of outstanding absentee ballots and number of provisional ballots cast on Election Day	The municipal clerk must post these numbers at his or her office and on the Internet.
<input type="checkbox"/> Step 2: Record information from the Provisional Ballot Reporting Form (GAB-123r), even when no provisional ballots are issued	Record each provisional ballot (or that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the CRM ElectionData website: http://electiondata.gab.wi.gov <i>SVRS Manual: Provisional Tracking System</i> <i>(please see this chapter for instructions on logging-in to the website)</i> NOTE: Some of you may not have logged into the CRM ElectionData website for some time. Please make sure ahead of Election Day that you can successfully access and log-in to the CRM website.
<input type="checkbox"/> Step 3: Count ballots, tabulate votes, record on tally sheets and complete forms	See Post-Election Checklist, Page 104 in the Election Day Manual for more information. <i>Election Day Manual</i>
<input type="checkbox"/> Step 4: Send election materials to County Clerk	Municipalities send one original copy of each poll list, one original Tally Sheet and copy of Inspectors' Statements to the County Clerk by 4:00 p.m. the day after the election. See Post-Election Checklist, Page 104 in the Election Day Manual
<input type="checkbox"/> Step 5: For school district elections, send election materials to the School District Clerk	Municipalities send one certified copy of each poll list, one original Tally Sheet and copy of Inspectors' Statements to the School District Clerk by 4:00 p.m. the day after the election. See Post-Election Checklist, Page 104 in the Election Day Manual

****This checklist pertains ONLY to the 2014 Spring Election****
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Steps 6 - 14 are to be completed in SVRS by May 1, 2014 (30 days after the Election)

Tasks To Complete	Explanation
<input type="checkbox"/> Step 6: Enter and Process late registrations in SVRS	Choose App Source of "Late Registration." <i>SVRS Manual: Post Election Activities</i>
<input type="checkbox"/> Step 7: Enter and process Election Day Registrations in SVRS	Choose App Source as "Election Day Registration." This will automatically record voting history upon processing the application. <i>SVRS Manual: Post Election Activities (Incomplete and problematic EDRs, see pages 5-7)</i>
<input type="checkbox"/> Step 8: Self-providers who use SVRS for absentee perform post-election absentee tasks	Record late-arriving absentee ballots as returned. Cancel all absentee ballots not returned after the deadline of Friday, April 4 at 4:00 p.m. <i>SVRS Manual: Absentee Ballots, page 39</i>
<input type="checkbox"/> Step 9: Record Voter Participation	 <i>SVRS Manual: Post Election Activities, pages 8-11</i>
SVRS has three reports useful for reconciling the poll book with SVRS voter participation: Vote Count by Voting Method, Voter Participation Report and Voter Participation-All Voters. If the number of votes recorded in SVRS does not match your poll book(s) or GAB-190 Forms, please follow the directions provided in the Post Election Activities Chapter, pages 12-22.	
<input type="checkbox"/> Step 10: Review Poll Book and update SVRS accordingly	Update voter records with any Proof of Residence (POR) provided by the voter and/or any typographical corrections on the poll book. <i>SVRS Manual: Voter, pages 9, 16</i>
<input type="checkbox"/> Step 11: Municipalities check Milestones 6-9 to close the Election	 <i>SVRS Manual: Post Election Activities, page 26</i>
<input type="checkbox"/> Step 12: Counties check Milestones 4-9 to close the Election	Once all municipalities within the county have closed the Election, counties should proceed with closing the election at the county-level.

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Information on Election Statistics and Cost Reporting and Deadlines

GAB-190NF - Election Voting and Registration Statistics Report for Non-Federal Elections

GAB-191 - Election-Specific Cost Report

General Information: These electronic reports are now available for data entry in the Wisconsin Election Data Collection System (WEDCS).

You can access WEDCS from the same Citrix Application page as SVRS (by clicking on WEDCS icon) or by going to this website: <https://wedc.gab.wi.gov>, which requires 'svrs\' and then your SVRS username to login. Reliers can request a username and password from the GAB Help Desk if they would like to enter their own information into WEDCS instead of providing the paper form to their SVRS provider.

Although you or your provider must enter both of these reports in WEDCS, there are paper copies available on the G.A.B. website:

- GAB-190NF (along with the Help Guide): <http://gab.wi.gov/forms/gab-190-non-federal>
- GAB-191: <http://gab.wi.gov/forms/gab-191>

SVRS Manual WEDCS Chapter:

http://gab.wi.gov/sites/default/files/publication/69/021_wedcs_2013_pdf_20245.pdf

GAB-190NF: Due no later than May 1, 2014 (30 days after the Election) **ONLY** for those municipalities which have a state contest on the Spring Election ballot. Those jurisdictions which do not have a Court of Appeals Judge or Circuit Court Judge on the ballot will not have a GAB-190NF in WEDCS.

GAB-191: Due no later than May 31, 2014 (60 days after the Election) for **ALL** municipalities and counties. Election costs only need to be provided once for each municipality and each county, not for each reporting unit. All jurisdictions will see a GAB-191 in WEDCS.

This report includes only costs specifically related to the Spring Election; please do not include costs associated with the Spring Primary or general costs that should be reported on the GAB-192 Annual Elections Cost Report, which will be due by January 31, 2015: <http://gab.wi.gov/forms/gab-192>.

SVRS MANUAL LINK: <http://gab.wi.gov/clerks/education-training/svrs-manual>

Provisional Tracking System, Post Election Activities, Absentee Ballots, Voter and WEDCS chapters are referenced in this Checklist.

ELECTION DAY MANUAL LINK: <http://gab.wi.gov/clerk/education-training/election-day-manual>

Post-Election Checklist, page 104.